



Education & Empowerment Committee

Tuesday, March 28, 2006

12:00 p.m. to 2:00 p.m.

Public Health

4041 North Central Avenue, Phoenix

15th Floor, Joshua Room

Approved

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Fran Garrett, MiAsia Pasha

Alternates:

Excused: Larry Stähli

Absent:

Guests: Michael Bryson, Lee Cox, Harvey Miller, Harold Phillips (via teleconference), John Sapero, RJ Shannon

Welcome, introductions and declarations of any conflicts-of-interest

Education & Empowerment Committee Vice Chair MiAsia Pasha called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

MiAsia Pasha determined that quorum was not established without any other members present at 12:15 p.m.

Review and approval of the minutes for the December 27, 2005, meeting

This item was tabled.

Committee Chair update

None.

Fran Garrett
E&E Committee Chair

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MEETING MINUTES *continued*

Discussion with HRSA technical consultants

The committee met with the HRSA technical consultant Harold Phillips to discuss the mission of the committee, roles and responsibilities, and to develop an action plan for committee activities. He explained that the committee could educate consumers about two areas of learning: 1) accessing Ryan White services and 2) the importance of their role in advising Council business. Funded and non-funded service providers could present during a consumer forum where attendees could also be surveyed about their needs. The Administrative Agent's office could present an overview of all services including changes in providers. Grievance procedures and policies should also be taught to consumers, so they do not come to the Planning Council to complain. Nice meals, door prizes, and enrollment education are good ways to attract people. During the forum, E&E oversees short surveys and focus groups that the Community Planning & Assessment Committee develops.

Recruitment for community participation in E&E could be encouraged by:

- Posting flyers in agencies
- Contacting people who know others and asking them to invite them
- Asking all Council Members to bring one new person

E&E should not provide services that funded services providers for Health Education and Risk Reduction are providing, like counseling and referral. They are responsible for getting *individuals* into care. E&E is responsible for being the liaison among the *entire* community and the Council: in everything the committee does, encouraging participation in Council activities is very important. E&E evaluates what training is required for these members and coordinates consumer-specific training. Consumers should be educated on how their input is valued for data-driven decision making. Results of consumer surveys should be presented, and the audience should be reminded that future results will require their involvement with upcoming surveys, focus groups, and Council meetings.

RJ Shannon discussed coordinating the consumer forum to occur on World AIDS Day.

Review of the E&E Committee Policies and Procedures

The committee will independently review the document and discuss revisions at the next meeting.

Development of the E&E Committee timeline of activities

The committee began to develop a schedule of activities for the next grant year. The Consumer Forum was tentatively scheduled for the fall. The Consumer Resource Guide would be revised by E&E for distribution at that forum. The committee will return with ideas on how a day planner format might be practical for consumers. It may include:

- Agency contact information
 - Website

MEETING MINUTES *continued*

- Email
- Phone
- Fax
- After-hours emergency contact
- Addresses
- Agency hours
- Bus routes
- Maps
- Eligibility requirements
- Spanish translation
- Pharmaceutical History
- Drug refill reminders
- Notes for/from doctors
- Envelope for prescriptions
- Annual calendar
 - Planning Council schedule
 - Holiday calendar
 - Religious holidays
 - Important dates to remember like re-enrollment date
 - World AIDS Day on December 1
 - Conferences
 - Training events
- Personal medical history
- Blood test results/viral load history
- Dental Appointments
- Recurring medical exams (e.g., mammogram, PAP smear)
- Personal addresses
- Personal insurance info
- Emergency contact info
- "If found return to..."
- Tabs for easy access
- Pen in holder
- To Do List
- Note paper
- Coin purse
- Business card holder

A cover with a predominant color would help people identify it without being indiscreet (the 'blue book').

An additional guide may be produced with a separate focus on orienting people who are new to care. Michael Bryson of Planning Council Supported presented a draft of this orientation guide.

Each of these resources would be made available on the Internet.

MEETING MINUTES *continued*

Current events summaries

Michael Bryson recommended booking River Huston to speak at the consumer forum based upon her brilliant presentation for National Women's and Girls' HIV Awareness Day.

Call to the public

None.

Discussion of agenda items for the next meeting

The committee will continue revisions to their policies and procedures, a timeline of activities, and the resource guide. A change in time to accommodate consumers from the congregate meal was discussed. Planning Council Support explained the flexibility in moving the committee meeting to a location to make it convenient for consumers to attend. Fran Garrett agreed to present E&E activities to consumer groups, first this month at a support group hosted by Ebony House. The committee decided to wait for specific requests to alter the current start time.

Adjourn

The meeting adjourned at approximately 2:05 p.m.

The next meeting of this committee is scheduled for: Tuesday, April 25, 2006.
This committee generally meets on the fourth Tuesday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.